



REQUEST FOR BID

RELEASE DATE: Thursday, July 25, 2013

Biomass District Heating Facility Wood Chips

RFP Due Date: Friday, August 23rd, 2013, 3:00 PM

The Sullivan County Commissioners are accepting bids for wood chips to burn in our biomass district heating facility. Annual wood chip volume is estimated at 2,000 tons +/- 20%. The facility will operate throughout the year with weather influencing demand. The County will consider bids for multiple wood chip products but all must have the following characteristics:

Moisture – must have 25% to 45% moisture content. (No ice or snow allowed to be mixed in)

Cleanliness – Must be delivered free from dirt, rocks, mud, ice, snow, paint or any other foreign matter. Absolutely no demolition debris will be accepted.

Ash content – maximum of 2%.

Owner will consider bids of at least the following products. Other products may also be considered.

Screened bole chips

Size – must be consistent size (2 ½” x 2 ½” x 5/8” or smaller) No more than 5% shall be smaller than 1/8”. No wood flour or dust is allowed.

Screening – must be screened for consistent sizing to prevent jamming of equipment

Moisture and Cleanliness and Ash Content shall meet the specification above

Straight bole chips

Size - 2 ½” x 2 ½” x 5/8” (no more than 10% shall be 4 inches or larger in any dimension and no more than 5% shall be smaller than 1/16”. No wood flour or dust is allowed).

Moisture and Cleanliness and Ash Content shall meet the specification above

Screened whole tree chips

Size - 2 ½” x 2 ½” x 5/8” (no more than 10% shall be 4 inches or larger in any dimension and no more than 5% shall be smaller than 1/16”. No wood flour or dust is allowed).

Screening – must be screened for consistent sizing to prevent jamming of equipment

Moisture and Cleanliness and Ash Content shall meet the specification above

Straight whole tree chips

Size - 2 ½” x 2 ½” x 5/8” (no more than 10% shall be 4 inches or larger in any dimension and no more than 5% shall be smaller than 1/16”. No wood flour or dust is allowed).

Moisture and Cleanliness and Ash Content shall meet the specification above

A representative sample along with a description of the wood chips must accompany the bid.

Wood Chip Delivery

Transport – All deliveries must be via live bottom (walking floor) trailers.

Chip Storage – The chip storage is below grade with 300+ cubic yards of capacity. At peak demand storage will hold 3+ days of boiler fuel.

Unloading – Deliver chips directly into chip bunker avoiding spillage outside building on ramp or apron. Any spillage will be cleaned up by the driver. Tools will be available for this purpose

Hours – All deliveries must occur between 7A M– 3:00PM, Monday – Friday and be prescheduled before delivery.

Weigh Slips – All loads must be weighed on a licensed scale and a copy must be provided to county attendant at time of chip delivery

Ordering- Acceptable methods of ordering will be by schedule, telephone or fax. If the bidder has a preferred method of ordering please indicate that in the proposal. The successful bidder should be prepared to deliver within 24 hours of an order being placed.

Transportation- The successful bidder must comply with all quarantine and wood transportation regulations as required by the State of NH.

Price shall be predicated on deliveries to Sullivan County Complex in Unity, NH. The fixed price you submit must be applicable to all deliveries between October 1, 2013 and September 30, 2014. Submit all proposals in cost per ton. The fixed cost per ton submitted by each bidder must include all applicable taxes and fees. If your company offers discounts for early payments following chip deliveries, please state the savings based on a percentage of the overall bill if paid within X-net days. Please indicate what costs would be per ton in successive years up to five years if your company is interested in a multiyear contract.

Provide a description of the type of chip to be delivered along with the expected moisture content. The bidder may provide separate prices for various grades and moisture content of chips.

Insurance Coverage

The successful awarded provider shall provide to the Board of Sullivan County Commissioners a Certificate of Insurance, as follows, prior to commencement of any work:

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain a broad form comprehensive general liability insurance policy in an amount of no less than \$1,000,000 combined single limit per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount of no less than \$1,000,000 combined single limit per occurrence.

Sullivan County must be named as an additional insured on the Comprehensive General Liability Insurance and the Motor Vehicle Insurance policies required by the foregoing. Provider shall provide an insurance certificate confirming the above insurance coverage and such endorsement. The insurance certificate and the underlying insurance coverage shall be issued by the carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence, where applicable.

The provider shall file certificates with Sullivan County showing that the above insurance has been purchased. The insurance certificate submitted **must** show the certificate holder as;

Sullivan County, NH
14 Main St.
Newport, NH 03773

If your bid requires liquidated damages for undelivered chip quantities that fall short of the overall quantity ordered for the entire contract period, please state your company's terms and conditions for this clause. The deadline for submitting your bid(s) is **Friday August 23rd, 2013, at 3:00 PM**. All bids must be sent by certified mail or hand delivered to:

The Sullivan County Commissioners' Office
Sealed Wood Chip Bid
14 Main Street
Newport, NH 03773

Please sign and date all bids and mark them "SEALED WOOD CHIP BID" on the outside of your envelope. Faxed, e-mailed or open bids will not be accepted. The County Commissioners Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

A contract is expected to be awarded by September 6th, 2013 with the first delivery available by Friday September 20th.

Once a bidder is selected they must enter into a written contract with Sullivan County. The Sullivan County Commissioners reserve the right to reject any or all bids.

This request for proposal can be found on the Sullivan County web site at www.sullivancountynh.gov.

Requests for information may be addressed to John Cressy, Facilities Director at (603) 542-9511 ext. 273 up to May 28th, 2013. All responses will be posted on the web site within two working days.

Sullivan County Wood Chip Fuel Proposal

Company Name: _____
Contact Name: _____
Mailing Address: _____
Physical Address: _____
Business Phone: _____
Cell Phone: _____
Fax: _____
Email: _____

Please enter your proposed price per green ton for the various chip type(s) you propose supplying in the years you are willing to supply.

Supplier Status	Chip Type	Year 1	Year 2	Year 3	Year 4	Year 5
Primary Fuel Supplier	Screened Bole chips					
	Straight Bole chips					
	Straight Whole Tree chips					
	Re-screened whole Tree chips					

Other Comments:

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